Minnesota Courts Integration Services

Integration Access Rights to MNCIS Case Records

Version 1.0

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1. Preface

This document provides an overview of the process than has been established for managing integration access rights to MNCIS cases records.

2. Revision History

Revision Date	Person	Description
5/4/2006	R. Gosewisch	Document created.

Questions: If you have questions, please contact Tim Buchholz or Linda Emeott, co-team leads of the Integration Team, in the Information Technology Department, Minnesota Supreme Court.

Contact Information:
- Tim Buchholz, 651-297-7599, tim.buchholz@courts.state.mn.us
- Linda Emeott, 651-282-2063, linda.emeott@courts.state.mn.us

3. Rules of Public Access to Records of the Judicial Branch

A government agency or an organization that wishes to access court integration services must first determine their access rights by reviewing and understanding the Rules of Public Access to Records of the Judicial Branch (http://www.courts.state.mn.us/).

4. Nondisclosure Agreement & Request Form for Integration Services

Potential consumers of court integration services must complete a Nondisclosure Agreement and a Request Form for Integration Services, available on the Integration Services website (http://www.courts.state.mn.us/is/ -- click on "Request Access"), where the processes for requesting Integration Services are addressed.

5. Access Rights

Access rights to MNCIS case records for integration consumers are defined in the Integration Broker. These rights determine the data that may be accessed via the following court integration services:

- Case Event Notifications
- Case Get Service Requests
- Case Search by Party Service Requests

Access to MNCIS case record classifications may be granted or restricted at the following levels:

- All Public Case Records
- Juvenile/Parent Child Relationship/Civil Domestic Violence (prior to service) Case Records
- Paternity Case Records
- Adoption Case Records

Access to MNCIS case record classifications may also be granted or restricted by county, group of counties or statewide.

Within these classifications there are sensitive data elements, access to which may be granted or restricted. The following are examples of this data. There may be others depending on access rights to case records.

- Social Security Numbers
- Children
- Victims
- Witnesses
- Addresses